



DODGE COUNTY PERSONNEL POLICIES AND PROCEDURES

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Policy Title	HOURS OF WORK	Effective Date: 1/8/2019
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The normal work week for most full-time employees will be forty (40) hours, however this should not be construed as a guarantee of work. The work week for most employees is defined as 8:00 a.m. to 4:30 p.m. Thursday through Wednesday unless changed by the Department Head. This work week and schedule does not apply to employees of the Sheriff's Office, Clearview, and the Highway Department. Department Heads of those departments will establish appropriate work schedules as authorized by the County Administrator.

Department Heads, when authorized to do so by the County Administrator, may approve office hours and work schedules between 7:00 a.m. and 9:00 p.m. Monday through Friday for offices that do not provide multiple-shift operations.

In addition, when prearranged work related appointments would require an employee to work outside of his/her normal work day, the employee will, with the approval of his/her supervisor, adjust his/her work schedule so that the normal hours in a work week are not exceeded.

When an employee requests to adjust his/her schedule to accommodate personal needs, it is at the discretion of the Department Head whether the employee will be allowed to adjust his/her schedule in the same manner as is allowed for prearranged work related appointments.

Adjustments to schedules will generally not be permitted if the adjustment results in overtime or compensatory time.

Employees are entitled to two ten (10) minute breaks when working an entire shift. Employees of Clearview, and the Physical Facilities Maintenance Department are entitled to one fifteen (15) minute break. All employees who work six (6) or more hours in a single shift must take a thirty (30) minute lunch period each day. The thirty (30) minute lunch period will be without pay.

Exempt Employees – Adjustment of Work Schedule

Exempt employees are normally expected to work beyond the standard eighty (80) hour biweekly pay period when required by their job responsibilities and work demands. These employees may occasionally adjust their normal work schedules due to working beyond the eighty (80) hour pay period.

An adjustment in an employee's work schedule may result in time off on another day in the pay period or later in the calendar year. When an employee's work schedule is adjusted, they are not required to use benefit time such as vacation or sick leave. The adjustment may include working

less than eight (8) hours on a particular day and less than 80 hours in the pay period. It is preferred that adjustments occur within the pay period in which the additional hours are worked; however, if that is not possible, the adjustment may occur in other pay periods of the year.

At the discretion of the Supervisor and/or Department Head, this adjusted time off must be approved in advance. Adjustments in work schedules will not be approved on an hour for hour basis for all time worked beyond the eighty (80) hour pay period standard. Salaried exempt employees should have no expectation of an hour for hour adjustment.

CLEARVIEW

The practice of trading days will be allowed except where it will be necessary to pay overtime that would otherwise not have been incurred. Other exceptions may be granted at the sole discretion of the County. When days are "traded" with someone outside of their classification, each person will be paid at their salary set for the classification he/she normally works in. Upon approval of a "trade", the "traded" days shall be considered part of each involved employee's regular schedule. Employees will be paid for "trade" days within the pay period when they are worked.

Clearview Exempt Employees – Flex Time

Employees who are classified as Exempt status (excluding RN Unit Managers) under the Fair Labor Standards Act (FLSA) may be eligible for flex time for hours worked beyond their regular schedule. Flex time is defined as one hour for each hour worked beyond the regular schedule, and is limited to a maximum of 40 hours. Employees are allowed to accrue and use flex time in increments of 15 minutes or more. Hours are allowed to be carried over year to year and are never paid out. Employees are required to submit a request to use flex time. Flex time can only be used with the approval of the Supervisor.

RN Unit Managers at Clearview may be eligible for flex time hours for hours worked beyond their regular shift. Flex time is defined as one hour earned for each hour worked beyond the regular schedule, and may not exceed four (4) hours earned per pay period. Flex time will be granted on the last day of the pay period for those hours earned within the pay period, and cannot be used until the following pay period. . The amount of flex time can be accrued up to a maximum of 20 hours. A maximum of 8 hours can be used per RN Unit Manager in a calendar month. Only a total of 8 hours can be taken per week (Monday-Friday) each for the A/B side and D/E/F side of the building, so adequate coverage is still provided. Flex time may not be used on holidays or weekends.

HIGHWAY DEPARTMENT

The normal schedule of work hours will be Monday through Friday, from 7:00 a.m. to 3:00 p.m., however management may schedule employees to start any time after 12:00 a.m., Employees who are scheduled to start other than at the normal start time (7:00 a.m., 6:00 a.m.) will be provided advance notice when possible.

Employees will receive two (2) 10 minute paid breaks when working an eight (8) hour shift and will receive two (2) 15 minute paid breaks when working a ten (10) hour shift. Breaks will be taken at the job site, and to be scheduled as to not disrupt the project efficiency and cannot be combined together and taken as one break.

Employees may work a maximum shift of sixteen (16) hours with a minimum of six (6) hours off unless emergency conditions exist.

The County, at its option, may schedule a four (4) day, ten (10) hours per day work week starting:

- a. The second pay period in April through the last full pay period in September. The scheduled hours will be 6:00 a.m. – 4:00 p.m. Monday through Thursday.

The four (4) day work week may be extended on either end with two weeks-notice to the employees. During the weeks in which a paid holiday is celebrated, for purposes of this policy, a day is defined as the hours the employee is regularly scheduled to work on the day of the holiday(s).

During the period in which a four (4) day work week is in effect, vacation taken in day increments and sick leave will be charged at ten (10) hours per day [Note: A week of vacation will equal forty (40) hours. It is understood that sick leave will be earned at the rate of eight (8) hours per month.

Winter On-Call

Employees are required to be available on a call-in basis, 24 hours a day, 7 days a week, when weather or other conditions may require. Employees will be given advance notice of when the on-call period begins and when it is no longer in effect (normally in effect during the period between November 15th and April 1st).

Employees will receive an additional \$50 per pay period for the pay periods for the winter season. For this purpose only, employees are eligible for the additional \$50 per pay period beginning with the first full pay period on or after November 15th and will continue to receive the additional \$50 per pay period through the full pay period ending on or immediately following April 1st. The employee will not be eligible for the additional \$50 for the pay period, if anytime during the pay period the employee is excused from on-call availability as per below, fails to respond within 1 hour of notification as per below, any unscheduled paid sick time, unpaid time, or on an approved leave of absence as per below.

Provisions will be made to allow up to a total of four (4) employees department-wide to be excused from response if a written request was given to the supervisor 48 hours in advance and approved by the supervisor. The four employee total includes persons previously approved for vacation, persons on leave of absence, etc. Requests to be excused which are submitted less than 48 hours prior to the requested time to be excused from on-call availability may be given consideration if fewer than four persons have been previously excused, or if the Highway Commissioner or his designee determines that it is feasible to allow an additional employee to be excused.

Employees that are not excused from response and fail to report to work within 1 hour of notification will receive a counseling each time they fail to respond. The Highway Commissioner or his designee will determine the appropriate time to begin disciplinary action based on repeated counseling's. It is recognized that some highway department positions will be exempt from this requirement.

PHYSICAL FACILITIES MAINTENANCE

Physical Facilities Maintenance employees will work shift assignments determined by management, which may include split shifts or shifts that rotate between first shift and second shift hours.

SHERIFF'S OFFICE

The Sheriff has developed a twelve (12) hour work schedule for Correctional Officers and Jail Programs Officers at the Dodge County Detention Facility. The twelve (12) hour schedule will be on a trial basis for a one (1) year period and may be discontinued at any time by the Sheriff. The twelve (12) hour schedule will be based upon a twenty-eight (28) work period with a total of 2080 hours worked per year.

For overtime calculation purposes, the County has declared a twenty eight (28) days (171 hours) "7k" work period which is pursuant to the provisions of the Fair Labor Standards Act. The twelve (12) hour work schedules will commence on January 1, 2018 or thereafter as deemed appropriate by the Sheriff.

Work Schedule

The twelve (12) hour work schedule will be two (2) consecutive twelve (12) hour days on duty followed by two (2) consecutive days off; followed by three (3) consecutive twelve (12) hour days on duty followed by two (2) consecutive days off, followed by two (2) consecutive twelve (12) hour days on duty followed by three (3) consecutive days off (2/2; 3/2; 2/3 cycle).

Shifts are defined as: first shift 6:00 am – 6:00 pm; second shift 10:00 am – 10:00 pm. Employees working the twelve (12) hour shifts will receive the \$0.25/hour relief officer differential for all hours paid.

Work Back Hours

Under the twelve (12) hour work schedules, officers working will be scheduled to work twelve (12) hours per day. Over the entire fifty (52) week calendar year, said twelve (12) hour work schedule will result in a total of one hundred and four (104) additional scheduled hours over the 2080 scheduled hours per year. In order to reduce the total number of hours back to 2080 hours, officers will be required to un-schedule 104 scheduled work hours generated by the twelve (12) hour schedule. The 104 "work back hours" will be addressed in the following manner:

- a. The additional 104 hours will not be considered overtime hours or paid hours.
- b. Officers will be granted 104 banked hours of time off on January 1 of each year. Such hours will be pro-rated if an officer is assigned after January 1, transfers out of the twelve hour schedule or leaves employment. The pro-ration will be based on the total number hours that are projected to work in the remaining calendar year.
- c. Officers will be allowed to use the banked 104 work back hours in lieu of regular scheduled work hours over the course of the calendar year at the approval of the Jail Administrator or his/her designee.
- d. It is the officer's responsibility to ensure that work back hours are used before the end of each year. If not, Sergeant may schedule the work back hours at their discretion in order to ensure all hours are used before the end of each year.
- d. The use of work back hours will not be allowed to create overtime.

Overtime/Compensatory Time

Overtime compensation at time and one-half (taken as pay or compensatory time) shall be earned when an officer is in excess of his/her regularly scheduled twelve (12) hour shift in any one shift.

If an officer works and is paid for more than one hundred seventy-one (171) hours in a twenty-eight (28) day work period, they shall receive overtime or compensatory time, with the exception of the work back hours.

Other Important Provisions

When an employee is assigned to attend training and training is less than twelve (12) hours for employees on the twelve (12) hour work schedule, the employee shall pre-arrange with their shift Sergeant to make up the work hours or use banked work back hours to cover the remaining hours, subject to advanced approval by the shift Sergeant.

Holidays will continue pursuant to Policy #207-Holidays, but may be used in increments of up to twelve (12) hours.

Sick Leave will continue pursuant to Policy #214-Sick Leave, but may be used in increments of up to twelve (12) hours.

Vacation will continue pursuant to Policy #218-Vacation, but may be used in increments of up to twelve (12) hours.

All efforts will be made to avoid fatigue of the employees working the twelve (12) hour work schedule to avoid working more than seven (7) consecutive days at a stretch and no more than sixteen (16) hours straight. This does not include mandatory court appearances or other emergency situations. In case of mandatory court appearances, the employee at their option, can utilize all or part of the court appearance as time worked for their next scheduled shift, if that shift is scheduled less than twelve (12) hours from the end of the court appearance.